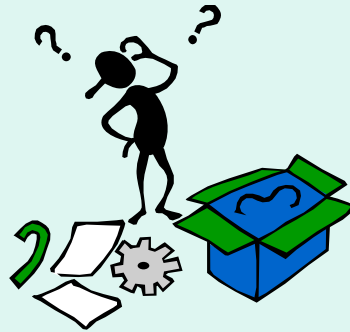
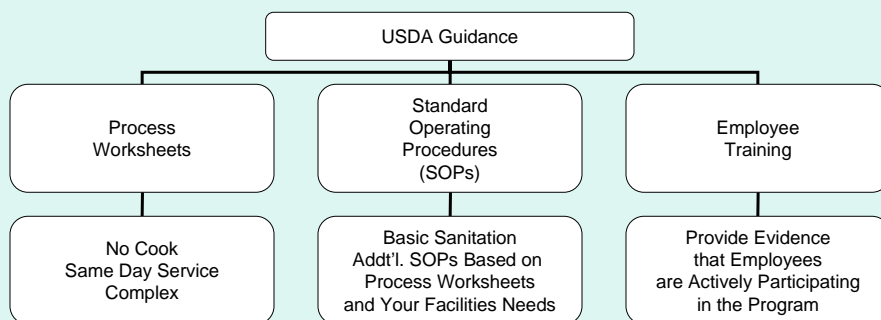


We've Been to Training...

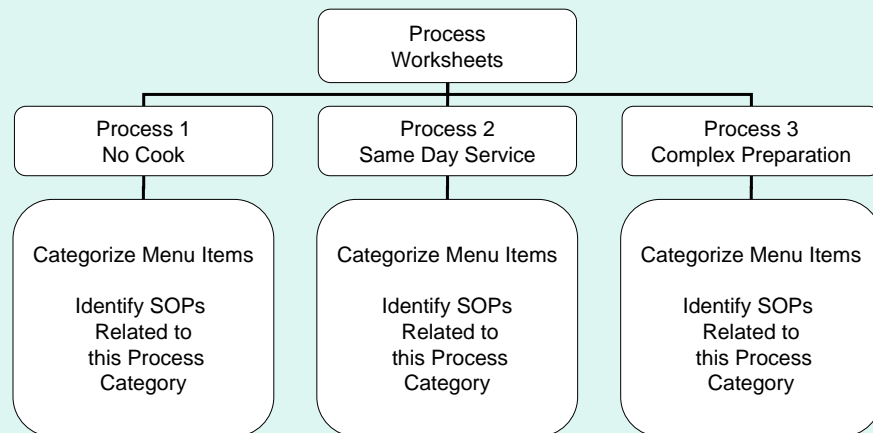
Now What???



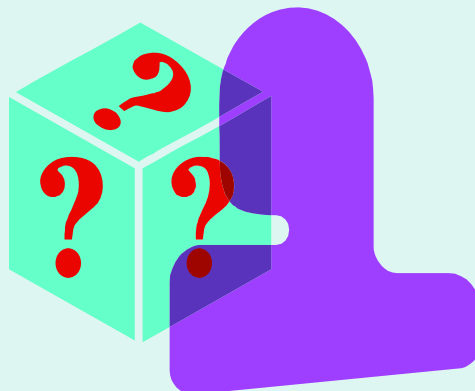
Getting it Straight....



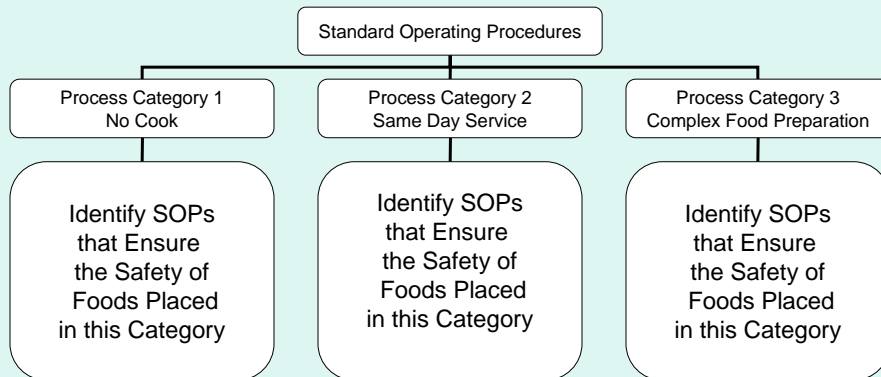
Process Worksheets



Questions???



Standard Operating Procedures and Process Worksheets

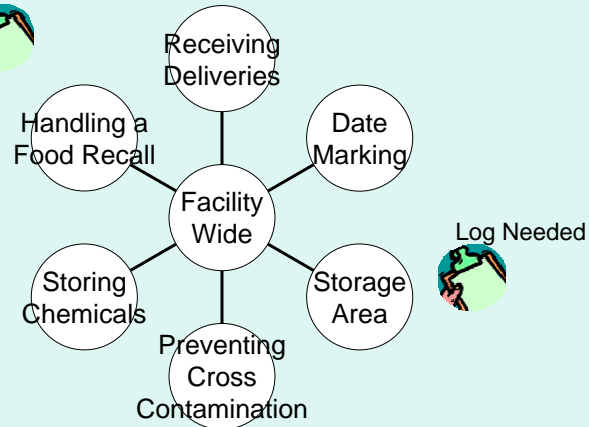


Facility Wide SOPs



Facility Wide SOPs con't.

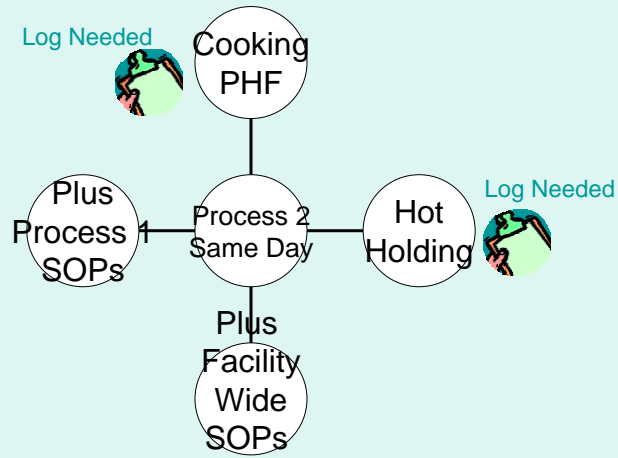
Log Needed—Use Invoice



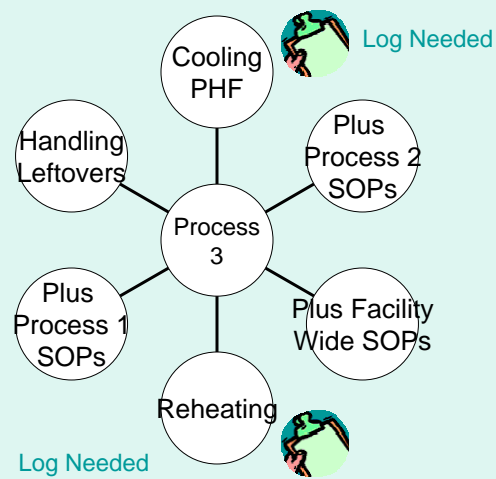
Process 1 No Cook SOPs



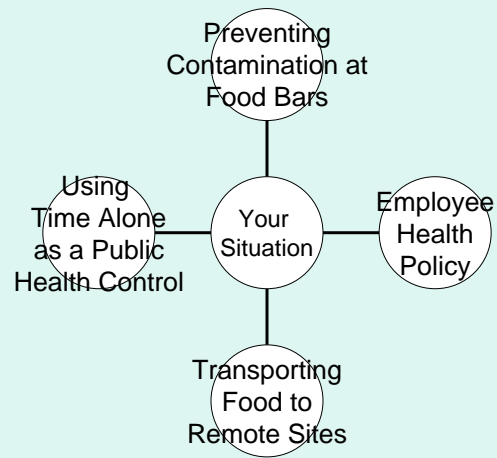
Process 2 Same Day Service SOPs



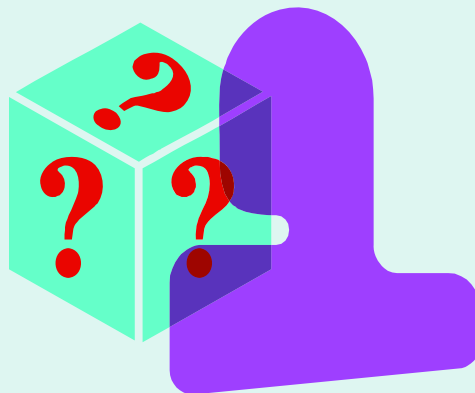
Process 3 Complex Preparation SOPs



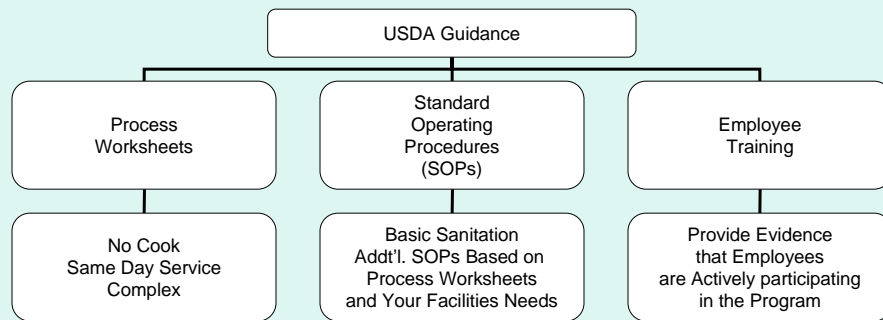
Depending on Your Situation You May Need these SOPs...



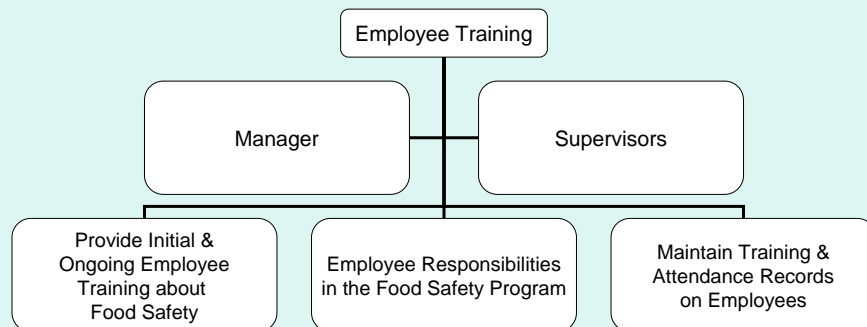
Questions???



So Now Where are We???

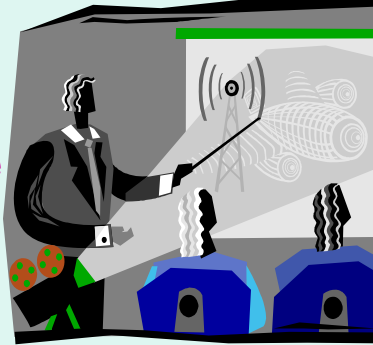


Employee Training

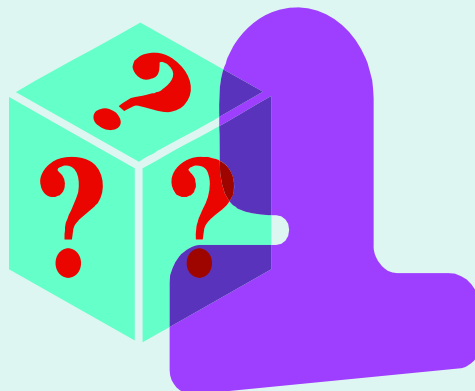


Employee Training

- ServSafe Training
- Internet Options
- SDSNA Fall Conference
- Certification Institute
- SDSNA Chapter Meetings
- DDN Sessions
- CANS Nutrition Bulletin



Questions???



How Do I Organize My Records? It's All Up to YOU!!!!

- **What Records Do I Need?**

- USDA Guidance
- Process Worksheets
- SOPs
- “Your Plan” Pages
- Employee Training Records
- Various Logs



Options

- Everything All Together in One Notebook

- USDA Guidance
- Process Worksheets
- “Your Plan” Pages
- SOPs
- Food Safety Records (Logs)
- Employee Training Records

Options

In Manager's/Supervisor's Office:

- USDA Guidance
- "Your Plan" Pages
- SOPs
- Food Safety Records (Logs)
- Employee Training Records

In Kitchen:

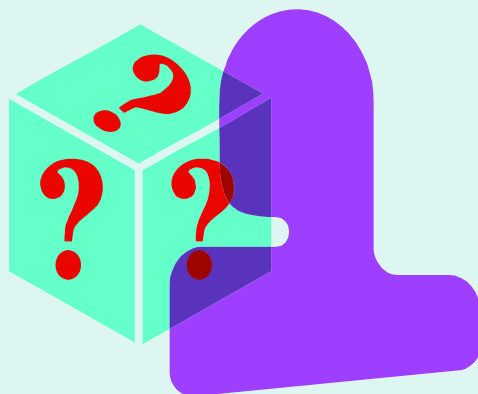
- Process Worksheets
- Production Records
- Standardized Recipes

What's Your Option?



- Your option should provide **EASY** access to all records
- Your option should make recordkeeping **EASY** for your employees
- Your option should keep things **SIMPLE**
- Your option should make these records **USEFUL** to you

Questions???



How are SFAs Required to
Show Evidence of a Written Food
Safety Program?

One of Two Ways:

- During the SFAs Coordinated Review Effort (CRE)
- During Twice Annual Kitchen Inspections

During a CRE...

Inspectors Will Collect the Following Information:

- Food Safety Records (Logs)
 - Handwashing, Personal Hygiene, Cooking Potentially Hazardous Foods (PHF)
- SOPs
 - Food Temperatures, Thermometer Calibration, Refrigerator/Freezer Temperatures
- Employee Training Records
 - Will Review Documentation Only

During Kitchen Inspections

Beginning February 5, 2007

Inspectors Will Request-but **NOT** Collect the Following:

- SOPs
 - Handwashing, Personal Hygiene, & Cooking PHF
- Food Safety Records
 - Food Temperature, Thermometer Calibration, Refrigerator/Freezer
- Employee Training Records
 - Documentation of Employee Training

Points May Be Deducted from the Kitchen Inspection Form

Health Inspection Form

- Correlating Items on the Health Inspection Form
 - Item 3 Employee Hygiene
 - SOPs-Handwashing & Personal Hygiene
 - Item 12 Cold & Hot Storage Equipment
 - Log-Freezer/Refrigerator
 - Item 14 Cooking PHF
 - SOP-Cooking PHF AND Log-Food Temperatures
 - Item 26 Temperature Measuring Device
 - Log-Thermometer Calibration

Questions???

